Information Technology
Monday, December 10, 2018

Minutes of the December 10, 2018 Information Technology meeting held in the Dodge County Administration Building, in Room 1A, First Floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 6:00 PM

Members Present: Donna Maly, Mary Bobholz, Tim Kemmel, David Guckenberger and Kevin Burnett,

Members Absent /Excused: None

Also Present: Josh Kohlhoff, Network Administrator; James Mielke, County Administrator

Meeting called to order at 6:00 p.m. by Committee Chair Maly

Public Comment: None

Motion by Bobholz, 2nd by Kemmel to approve the minutes of the November 13, 2018 Committee meeting. Motion carried.

Review, Consider, Discuss and Take Action: Meeting Per Diem(s) Chair Donna Maly – ERP Project: Motion by Bobholz, 2nd by Burnett to approve per diems for the following dates:
- November 7, 2018
- November 13, 2018
- November 30, 2018
- December 3, 2018 (2 meetings – morning / afternoon)
- December 6, 2018
- December 7, 2018
- December 10, 2018

Motion carried – one abstention (Maly)

Information Technology Director: Mielke provided an update regarding the recruitment process, the December 4th Meet & Greet and 2nd Round Interviews. He informed the committee that an offer of employment has been extended to Justin Reynolds. Mr. Reynolds has indicated his acceptance of the offer. Compensation has been established at Step 3 of Labor Grade 15 with a start date of Monday January 7, 2019. Mielke also noted that an alternative start date is Monday January 21st. Mielke provided the committee with copies of two Resolutions, one with a January 7th Start Date, the other with a January 21st Start Date.

Motion by Bobholz, second by Kemmel to forward the Resolution Confirming the Appointment of Justin Reynolds to the December 18th meeting of the Dodge County Board of Supervisors. Motion carried.

Training Request – Dell / EMC Technology World – April 2019: Committee members reviewed the request by Network Administrator Josh Kohlhoff to attend the 2019 Dell/EMC Technologies Conference scheduled to be held in Las Vegas Nevada in April 2019. Estimated cost to the county is $855.00. Committee Chair Donna Maly informed the Committee she has received a communication from Supervisor Cathy Houchin regarding her concerns regarding the attendance at the conference. At the request of Supervisor Houchin, Chair Maly read the email correspondence to the committee which was dated 8:09 a.m. Monday December 10, 2018.

Motion by Guckenberger, 2nd by Kemmel to approve the request and forward an Out of State Travel Request to the Dodge County Executive Committee. Motion carried.

Discussion - Information Technology Policies: Brief overview of the proposed policies. No action taken.

Update: Courthouse Audio Visual Project: Mielke provided an update of the November 16th and November 29th meetings with the Dodge County team, which included the judges and judicial assistants, Corporation Counsel, District Attorney, information Technology. The program narrative is being updated and a final copy is expected to be received on or before December 13, 2018.

Information Technology Project Status Report: The Committee reviewed the memo from Information Technology staff dated Decmber 4, 2018. (attached) The Committee also reviewed and discussed the status of the ERP Project and noted concerns related to the recent decision to adjust the original "Go-Live Date from May 1, 2019 to July 1, 2019.

Adjournment: The meeting was adjourned at the Order of the Committee Chair at 7:35 p.m.

Next Meeting Date: Tuesday January 15, 2019 at 6:00 p.m. Room 1A

_____   January 15, 2019____
David Guckenberger,   Secretary   Date

Project summaries – 12/04/18

Netsmart Project Update:

- **PPS state reporting:** PPS reporting is up to date as of September 2018. During a recent phone call with David Nicholson and Monica, it was decided that I should begin running PPS reports TWO months late rather than one month, so that we are sure we have captured all of the necessary billing. As a result, I will not be running October PPS reports until late December. The state requires that we file these reports quarterly at a minimum, so we will still be well within their requirements if we make this change. This will prevent us from missing any dates of service for PPS that was not rolled up in the first billing runs, due to errors, etc.
- **Update on Netsmart Financial Optimization project:** As the project is coming to a completion, there are still a couple of outstanding issues that the Joxel group is working with Netsmart to resolve.
    - We received the project closure document from the Joxel group. It contains the three outstanding cases, which the Joxel group will continue to monitor and assist with until the cases are resolved. Dodge County will assume ownership and work with Netsmart support on any other future issues going forward. The project closure meeting is scheduled for Monday, December 3.
- **Update on billing:** The month of October has been closed.
- **Update on Meaningful Use attestation:** In early November, Dodge County reported an issue with the Meaningful Use report for messaging. Netsmart was able to fix this issue, which allows us to continue to use August 13 as the attestation period start date. We are still working with Netsmart to fix an issue with messaging within the portal. Although there is still an issue with messaging, Dodge County is meeting all MU requirements for this period at this time.
    - We continue to have monthly meetings with our Meaningful Use consultant to provide updates and gather input to increase our measures. Our next meeting is scheduled on December 7.
    - IT met with HS on November 12 to discuss the templates for the HIPAA policies. It was agreed that the templates provided by our Meaningful Use consultant would be great to use for the policies needed based on the results of the security risk assessment. Alyssa Schultz has worked on creating the policies for Dodge County HS based on these templates.

Kronos Project Update:

- **Update on Combining of Payrolls:** IT worked with Kronos on completing the configuration changes for the transitional pay period. The payroll for the transitional pay period was finalized and payment for the period occurred successfully on November 30. Kronos made the necessary changes for the new combined pay period, which is November 21 through December 5 with a payment date of December 14.
- **Update on Compensation:** HR and IT met with Kronos to schedule the daily Step and Grade interface, which will automatically update employee pay records based on certain criteria and workflows defined in the interface. Additionally, the Step and Grade Cost of Living interface is ready. In preparation for the cost of living increase occurring January 1, HR will be running this interface on December 28 using January 1, 2019 as the effective date. HR, IT and Kronos will be monitoring in case issues occur.

- **Parking lot items:** The team has been working through the list of parking lot items. The recent items include:
  - IT is working on getting the development environment ready so that testing efforts can begin for version 8.0.18.
  - IT is working with Finance and HR on getting the new configuration added to the production environment for the new benefit plans.
  - IT will be working with HR on the WRS election option changes for 2019.

ERP Project Update:

- **Project Schedule Update:** The Financial Phase of the ERP Project initially scheduled for a May 1, 2019 implementation date has been adjusted. The new implementation date for Phase 1 Financials will be July 1, 2019. This decision was made after analyzing the schedule and consulting with our Governmental Finance Officers Association Consultants and Tyler Munis Consultants.

  The adjustment will provide the following benefits to Dodge County:
  - A six month cut off for:
    - Financial Reports
    - Budgets
    - Actuals
  - Additional testing for the Kronos integration
  - Additional time to build and test the needed tables
  - Additional training for the County in the new Enterprise System
- **Policy Update:** The Dodge County policy changes/updates will be reviewed by the Finance Committee on December 11. The Policies approved by the Finance Committee will be added to the working Policy and Procedures Documentation. The final Policy and Procedure Documentation including the pre-approved policies will be reviewed by the Finance Committee when completed.
- **Kronos Integration Update:** There are a total of five statements of work (SOW) documents for the integrations with Kronos and Munis. Since all of the exports are generated from Kronos, there is customization required to output the data that can be mapped to the tables in Munis. IT has worked diligently with Kronos and Tyler to capture as much detail as possible for this integration to work. Since the extent of this integration has never been done before with either vendor, there has been hesitation for Kronos to incorporate all of the details in these SOWs. Dodge County has completed its modification of these documents and is waiting for sign-off from Kronos. Once we receive all five SOWs, these will be brought to the ERP committees and other committees appropriate for final review and signature.

MatrixCare Project Update:

- **Update on observations issue:** The issue with observations not saving consistently has been identified by the MatrixCare development team. They anticipated including a fix in the January software update, however as they worked on a program fix, they found the issue is deeper than expected. The support manager is monitoring the case notes with the development team this week and will provide more information at next weeks' weekly status call.
- **MealTracker Update:** Due to an unplanned shortage in staffing, the Dietary Team has been unable to complete the meal planning changes in the MealTracker mobule. Clearview will

continue to utilize the MealMetrics application until more time can be allotted to add the meal plans to MealTracker. MatrixCare has not yet imported the dislikes for residents, however Clearview wants to wait on this being done until they are back at full staff capacity.

GCS Project Update:

- **Drainage Districts:** The drainage district amounts were collected for all districts. IT imported these amounts into the test GCS database. The reports were reconciled for accuracy by the Treasurer's Office and then were imported into the GCS production database successfully. These amounts will be visible on the tax bills.
- **Special Assessments:** The special assessment values were received from all municipality clerks. The process this year was the same as past years, which required IT to work with GCS to generate Excel spreadsheets for each Municipality separately. These spreadsheets contain each PIN number and owner name along with columns for each special assessment type. These were provided to the municipality using Dodge County's SAFE FileTransfer web portal. The municipalities then populated the value amounts for each PIN.
- **Tax Collection:** In preparation of calculation taxes, there was a GCS software update tested and applied in production. LandNav 10.26.01 is now the version installed in production and test.

US Bank Changeover:

- **Check Reconciliation:** The configuration and testing of the process for importing the cleared checks to reconcile with the GL in JD Edwards is complete. This process is now in production and is being followed by the Treasurer's Office. The Treasurer's Office receives a file monthly from US Bank, which is then directly imported into JDE. From there, they continue with their normal workflow for reconciling the cleared checks.
  - This process will change once Tyler Munis is live. US Bank is able to adjust their format the match the required file layout of the Munis import schema.

2018 Computer Replacements: Working on replacing secondary computers. Working on upgrading Office versions to 2016. Will be replacing the 4 Parks computers.

2019 CIP, Courthouse Audio Visual Upgrades:

- The County received the draft Program Narrative from Pro Audio Designs on Nov 9.
- Representatives from the Judges, Judicial Assistants, Court Reporters, District Attorney, Clerk of Courts, Corporation Counsel, County Administrator, and Information Technology worked with Pro Audio Designs on Nov 16 and 29 to define the Narrative, based on our needs and budget allowances. Pro Audio Designs is updating the Narrative and project budget estimate. The County will review the Narrative. Once the Narrative is finalized, Pro Audio Designs will begin work on the Design Development Documents.

SPICEWORKS

Dodge County: Open Tickets
List of all open tickets (37 items)
Generated on Dec 04, 2018 @ 12:45 pm

Ticket #	Created By(Email)	Create Date	Department	Assigned to	Summary	Days Open	Update Date
31208	bknoll@co.dodge.wi.us	2018-11-22 @ 09:09 AM		Ian Dodge	Exacqvision missing pieces of recordings	12 days	2018-12-03 @ 07:13 AM
31216	tnehls@co.dodge.wi.us	2018-11-26 @ 10:04 AM	HSHD	Josh Kohlhoff	Block email from sales@flexdermal.com	8 days	2018-11-26 @ 10:04 AM
31239	abrugger@co.dodge.wi.us	2018-11-27 @ 12:51 PM		Shane Van Loenen	[AI] Jail Detailed User Report For SO_Aristotle_Corrections Users	6 days	2018-11-27 @ 12:52 PM
31243	eblank@co.dodge.wi.us	2018-11-27 @ 02:57 PM	Clearview	Dawn Lokken	Clrvw - New Employee 12/10	6 days	2018-12-04 @ 11:45 AM
31244	eblank@co.dodge.wi.us	2018-11-27 @ 02:58 PM	Clearview	Dawn Lokken	Clearview - New employee 12/10	6 days	2018-12-04 @ 08:20 AM
31249	smittelstadt@co.dodge.wi.us	2018-11-28 @ 08:25 AM	Sheriff	Dawn Lokken	MDC not printing to squad printer or GPS locating for Tracs	6 days	2018-11-29 @ 09:56 AM
31255	smiller@co.dodge.wi.us	2018-11-28 @ 01:06 PM	County Clerk	Shane Van Loenen	CC, recipient not getting emails	5 days	2018-11-28 @ 01:06 PM
31256	steven.seim@wicourts.gov	2018-11-28 @ 01:20 PM	Jail	Ian Dodge	Jail, microphone cutting in/out	5 days	2018-12-04 @ 07:04 AM
31275	lfett@co.dodge.wi.us	2018-11-29 @ 06:03 PM		Kevin Nakielski	Machinery Operations Analysis Report	4 days	2018-12-03 @ 01:58 PM
31284	seske@co.dodge.wi.us	2018-11-30 @ 01:33 PM		Shane Van Loenen	HR, HSA email for county accounts	3 days	2018-12-03 @ 11:43 AM
31286	lschneider@co.dodge.wi.us	2018-11-30 @ 02:12 PM	Clearview	Shane Van Loenen	Clearview, Matrix care shortcuts not showing up - needed by weekend	3 days	2018-11-30 @ 02:12 PM
31291	mschwartz@co.dodge.wi.us	2018-12-03 @ 01:54 AM		Susan Mueller	IT scheduled training	1 day	2018-12-04 @ 11:25 AM
31300	lschneider@co.dodge.wi.us	2018-12-03 @ 10:40 AM		Josh Kohlhoff	Clearview - Phone jack 2E148 activated	1 day	2018-12-03 @ 10:46 AM
31303	dhopp@co.dodge.wi.us	2018-12-03 @ 01:50 PM		Shane Van Loenen	SO - Dean Hopp needs access adultfriendfinder.com	< 1 day	2018-12-03 @ 03:43 PM
31308	aberanek@co.dodge.wi.us	2018-12-04 @ 07:53 AM		Dawn Lokken	HDOB - office move	< 1 day	2018-12-04 @ 09:55 AM
31309	rgonzalez@co.dodge.wi.us	2018-12-04 @ 09:13 AM	HSHD	Nicole Streblow	HS, ipad and case	< 1 day	2018-12-04 @ 12:43 PM
31310	mmarvin@co.dodge.wi.us	2018-12-04 @ 10:14 AM		Josh Kohlhoff	Sheriff - not faxing documents out 920-386-4245	< 1 day	2018-12-04 @ 10:31 AM

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Ticket #	Created By(Email)	Create Date	Department	Assigned to	Summary		Days Open	Update Date
31311	cplanasch@co.dodge.wi.us	2018-12-04 @ 11:37 AM	Register of Deeds	Erin Roberts	ROD, File Director error		< 1 day	2018-12-04 @ 12:41 PM
31312	smueller@co.dodge.wi.us	2018-12-04 @ 12:04 PM	Clearview	Josh Kohlhoff	Clrvw - New Employee 12/10/18		< 1 day	2018-12-04 @ 12:04 PM